

**Department Of Correction**

Official Title:    **Student Intern**

Position Type:   **Internship**

Posting ID #:   **059**

**INTERNSHIP INFORMATION**

Salary:   **Unpaid**

Number of Vacancies:   **1**

Location:   **Milford- DOC  
Headquarters**

Internship Track:   **Diversity, Equal  
Access & Inclusion**

Hours/Schedule:   **Flexible weekly**

Duration:   **Full Semester**

Position Description:   **The selected student will be exposed to various areas of the Department of Correction and the functions of the Office of Diversity & Equal Opportunity relating to employment and diversity objectives, Internship and Job Shadow Program management, and employee based programs such as Mediation and Mentoring. The student will be given the opportunity to work independently on small projects/tasks and also to be part of larger working groups, assisting in or observing events with external stakeholders. Students will leave with a greater sense of how Executive Order 526 (Diversity, Equal Opportunity & Affirmative Action) is implemented with insight through hands on approach to activities, job shadows, and business skill development.**

Responsibilities/Major Duties:   **Work in conjunction with DOC Recruiter, Office Administrative Assistant, Mediation Program Coordinator, and Director to assist in various Office of Diversity initiatives including but not limited to: data entry, program details and processes, administrative functions, and other tasks deemed appropriate. Selected applicant will be given much opportunity to shadow and observe the many roles of the ODEO staff.**

Preferred Qualifications:   **Applicants must have excellent written and verbal communication skills, MUST be highly proficient in Microsoft Word, Excel, and PowerPoint and able to teach and utilize these programs. Applicants should have a general interest in Corrections from a business perspective and currently enrolled in a Public Administration, Criminal Justice or related program.**

**\*\* Student must be able to commit to 2-3 days a week. Days and hours can be flexible and may vary.**

**How to apply:****Mail Internship Application to:**

Monserate Quinones, Director, ODEO  
Office of Diversity & Equal Opportunity  
50 Maple Street, Milford MA 01757  
Fax : (508) 422-3624

**For additional information or questions, please contact:**

Lori Costa at (508) 422-3651 or email at [Lori.costa@state.ma.us](mailto:Lori.costa@state.ma.us)

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.